

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

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| Position Title: | Fire Rescue Battalion Chief | Date: October 15, 2003 |
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| Position Grade: 10 | FLSA Status: NON-EXEMPT | Job Code: 10-21 |
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GENERAL DESCRIPTION

(The information of this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Professional and responsible administrative and operational work in supervising a shift within the Fire Rescue Department. Protects life and property, in compliance with County policies and procedures, by controlling and extinguishing fires, performing emergency medical techniques and patient care procedures, responds to disasters and other emergencies, and ensures maintenance of department equipment, apparatus and stations. Participates in fire prevention activities and training to improve public awareness of fire safety. Drives and/or operates emergency response apparatus. On call 24 hours pending disasters. Work is performed under the general supervision of the County Fire Chief.

KEY RESPONSIBILITIES

1. *Functions as operations shift commander in assigned geographic area during assigned 24-hour shift. Responsible for the direction of all emergency personnel and other personnel assigned to the emergency response apparatus, i.e. military, EMS students, fire department volunteers. Service area requires a large amount of traveling while on-duty and supervision of 15 to 33 personnel per shift working in several fire rescue stations.
2. *Supervises daily operations of personnel, quarters, apparatus and equipment. Assures all vehicles and personnel are in compliance with State of Florida guidelines and any discrepancy is immediately reported and corrective actions are implemented.
3. *Responds to emergency calls and fire alarms. May perform all key responsibilities of a firefighter and direct career employees and volunteer members during emergencies to relieve or remove the emergency state.
4. *Administers emergency medical techniques (Basic or Advanced Life Support) as defined and authorized by the EMS Medical Director and/or on-line physician control and in accordance with Florida law. Contains, suppresses and extinguishes fires; rescues potential victims and protects property. May act as the Incident Commander or subordinate ICS branch, group, division or similar commander.
5. *Assists in reviewing applications, performing written and skill testing, interviewing and assisting in the final recommendation of all Firefighter candidates for employment.
6. *Recommends adjustment of grievances and evaluates employee performance. Assures that employees meet required standards pursuant to Administrative Instruction 5403, Standing Orders and Medical Treatment Protocols, Standard Operating Procedures, General Orders and other official documents that effect operations. Keeps abreast of, complies with, and ensures subordinate compliance with County policies, department rules and regulations. Responsible for overseeing the Provisional Paramedic Program including skills testing and final evaluation. Assures that employees meet required standards of dress, appearance, and conduct.
7. *Coordinates and conducts training activities. Works with other interested groups to formulate new and necessary courses. Attends training, company drills, and administrative sessions as required. May be assigned to the position of Chief Training Officer as deemed appropriate.

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| 8. | *Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned, including, but not limited to, narcotic control records, monthly station and unit reports, quality assurance, documented review of protocols, procedures, run reports, and new equipment. Serves on assigned committees. Reviews and recommends data criteria to ensure accurate quality measurements of the service. |
| 9. | *Inspects, cleans and maintains personal protection gear, assigned apparatus and equipment, medications, and office to ensure operational readiness. Supervises this function of subordinates assigned to shift/ station. |
| 10. | *Participates in educational and public information programs of the Fire Rescue Department. |
| 11. | *Works shifts and call back (and/or overtime) to meet department needs. |
| 12. | *Performs other similar and related duties as required. |
| *Indicates an “essential” job function | |

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| KEY JOB REQUIREMENTS |
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| Education: | <i>Associate's Degree or Two Year College equivalent required. Must have the following: State of Florida Firefighter Minimum Standards and Fire Officer II Certification pursuant to Florida Statutes, Chapter 633, or comply with same within one year of date of hire. Florida certified Emergency Medical Technician. Current CPR certification required.</i> |
| Experience: | <i>A minimum of seven years' prior related work experience required as a firefighter, two of which have been at the company officer level. A minimum of two years' experience as a paramedic working on a prehospital advanced life support unit is required. Current Florida certification as a paramedic is preferable. Trained, experienced and otherwise qualified to drive emergency response apparatus, maintain the appropriate class of driver's license and completion of an approved EVOC course in accordance with Florida Statutes.</i> |
| Impact of Actions: | <i>Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.</i> |
| Complexity: | <i>Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking is required. Problem solving involves identification and analysis of diverse issues.</i> |
| Decision Making: | <i>Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.</i> |
| Communication With Others: | <i>Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matter requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.</i> |
| Managerial Skills: | <i>Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.</i> |
| Working Conditions/ Physical Effort: | <i>Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.</i> |
| Other: | <i>Must be a non-user of tobacco products for at least one (1) year immediately preceding application, and sign a sworn statement attesting to this fact as required by Florida Statutes.</i> |

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| APPROVALS |
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| <i>Department Head:</i> |
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Name: Clark O. Martin, Jr. Signature: _____ Date: _____

Division Director:

Name: James L. Roberts Signature: _____ Date: _____

County Administrator:

Name: James L. Roberts Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____